

To: All Staff & Professional Staff

From: Ryan Sears, Code Red Executive Sponsor

Date: October 9, 2024

RE: Minimum Staffing Drill (Code Red to Green) Scheduled for October 16, 2024 at 20:30h

Please be advised that a **Code Red to Code Green-STAT Evacuation drill** is scheduled for **Wednesday October 16, 2024 at 20:30h**. The exercise will be simulated to reflect hospital operations at 03:00h, when staffing levels are at their lowest. This exercise is required by Fire Code and will be evaluated by internal observers and representatives from Thunder Bay Fire and Rescue.

Managers:

1. Circulate this memo and attachments to staff, including employees without regular access to email, and post the drill poster in your unit (see attached).
2. Distribute the attached Memo to Patients/Visitors.
3. Ensure that the most up to date policy versions for [Code Red \(EMER-30\)](#) and [Code Green \(EMER-90\)](#), as well as applicable department sub plans, are in your area's emergency binder.

All staff: Review the Hospital's Code Red & Code Green policies, as well as applicable department sub plans, and be aware of any instructions specific to your role and department.

What am I expected to do?

- **Areas that normally operate at 0300h** will respond as per Code Red and Code Green policies and relevant sub plans.
- Upon hearing "Code Green STAT + Location" **each unit will send one staff member to the evacuation site to assist**, unless the unit's sub plan indicates otherwise.
- Staff are to remain in their unit until "Code Green Drill - All Clear" is announced overhead, unless they have been assigned to respond.
- Staff are to inform patients and visitors that there is a drill in progress.
- All participating departments are to complete a Code Red eObservation Form.

What happens if a real emergency occurs during the drill?

- To communicate a real Code Red or Code Green during the exercise, the code word (to be stated over any phone/radio/paging system) is: "NO DUFF, NO DUFF + relevant colour code announcement."
- If the drill must be stopped due to real emergency, Switchboard will immediately announce "Code Red + Green Drill – All Clear" overhead, followed by "NO DUFF, NO DUFF + relevant colour code announcement".

Thank you for your participation and cooperation. Any questions or concerns can be directed to Mēsha Richard, Lead, Emergency Preparedness (ext. 6552 or mesha.richard@tbh.net)

Sincerely,

Ryan Sears, Director, Capital & Facility Services and Code Red Executive Sponsor